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ABSTRACT

In 1990, surveys were sent to all 107 California community colleges to gather information on the status of job placement services for students attending the colleges. Survey results, based on a 60% response rate (n=64), included the following: (1) 62% of the colleges indicated that they had documented student job placements in some fashion, with 41% of these reporting between 500 and 999 job placements annually; (2) among the 25 schools reporting the average earnings of their placed students, 40% reported student wages of between $5.00 and $5.49 per hour; (3) the majority of job placement services were available less than 40 hours per week, though evening services seemed to be gaining in popularity, and several schools reported efforts to improve their service scheduling; (4) only 9 schools indicated that they required students to show proof of enrollment in a minimum number of units to qualify to use the job placement service; (5) 65% indicated that they limited the number of referrals allowed on a daily basis; (6) 48% reported having a policy of restricting referrals after receiving a complaint from a student or employer; and (7) 34% used the JOBTRAK computerized placement program, 31% used some other mass-market placement program, and 12% had plans to computerize in the future. Responses to open-ended questions on computerization; the survey instrument; and summaries providing available information on the contact person at each college, office hours, number of placements annually, minimum enrollment requirements, pre-screening, and status of computerization are included. (PAA)

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California Community College Job Placement Services Survey

Summer 1990

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Student Job Placement Services Survey

This survey was written, and results compiled by Lyn Hood, Coordinator - Career Planning and Placement, at Cabrillo College.

The purpose of this survey is to provide information as to the status of computerization of Job Placement services in the California Community Colleges. The survey does not attempt to be a definitive placement services survey, but rather was designed to be utilized with Joan Jacobson's 1989-90 California Community College Job Placement Survey (College of the Canyons).

This survey was mailed to all 107 California Community Colleges in July 1990. Sixty-four colleges returned their surveys, generating a 60% response rate. Of the responding colleges, seven schools indicated that they did not offer a placement service, four schools were just starting a placement service and six schools offered what they called a "job bank" service.

The results of this survey are accurate to the extent that where there was an ambiguous response, judgements were made as to a) not indicate a response, or b) use a "best fit" criteria. Suggestions for inclusion in future surveys would include the gathering of job descriptions, reporting lines, departmental budget, and type of area served (urban, rural, etc.).

I wish to express my thanks to all of you who so graciously responded to this survey. Through my follow-up phone calls, I feel that I have made several new friends and hope that we will be able to work together in the future. I hope that you find the enclosed material to be of assistance to you, and that you will feel free to contact me if you have any questions regarding the survey abstract.

Summary of Results

- Services are offered in a wide variety of modes, with no primary type of coordination or staffing pattern emerging.
- Evening services seem to be gaining in popularity, and several schools indicated that they are reviewing their hours to better serve the needs of their student populations.
- The majority of services are available less than forty hours a week.
- Most schools are either partially or fully computerized, or are in the process of exploring the computer options available.
- Most schools are pre-screening students and documenting the results of their referrals (or working toward documentation).

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CABRILLO COLLEGE
STUDENT JOB PLACEMENT SERVICE
SURVEY

COLLEGE NAME: SEE COLLEGE SUMMARIES

NAME AND TITLE OF PERSON RESPONSIBLE FOR JOB PLACEMENT SERVICE:
SEE COLLEGE SUMMARIES

Phone Number: _____ Office hours: _____

1. N=54 Are your Career Planning & Placement services coordinated under the direction of one individual? Yes 28 No 26 (Yes 52%, No 48%)
Please indicate name if different than noted above:
_____

2. N=53 Is your Student Job Placement service directly affiliated with E.D.D.?
Yes 11 (21%) No 42 (79%)

3. How is your office staffed? (ie: how many regular classified, certificated, temporary-hourly, student assistant, etc., please indicate full-time or part-time)

POSITION TITLE	NUMBER	FULL-TIME	PART-TIME
SEE APPENDIX			

4. How many documented placements did your office make during the past year? _____
Full-time _____ Part-time _____ Permanent _____ Temporary _____
SEE APPENDIX

5. What was the average hourly wage at the time of placement? $_____ /hr.
SEE APPENDIX

6. What hours are your placement services open to students:
Monday_____-_____ Tuesday_____-_____ Wednesday_____-_____
Thursday_____-_____ Friday_____-_____ Weekends_____-_____
SEE COLLEGE SUMMARIES

7. N=46 Are your services open to the public? Yes 17 (36%) No 29 (63%)

8. N=50 Are your services open to graduates? Yes 50 (100%) No____

9. N=49 Do your students need to be enrolled in a minimum number of units in order to qualify to use your placement service? Yes 9 (18%) # ____ of units No 40 (81%)

10 N=48 Do you pre-screen your students prior to referral to employers? Yes 35 (72%) No 13 (27%)

11. N=48 Do you limit the number of referrals your students may receive in one day? Yes 31 (65%) # ____ of referrals No 17 (35%)

12. N=45 Do you have a policy of restricting referrals after receiving complaints on a student or employer? Yes 22 (48%) (please attach copy of policy) No 23 (51%)

13. N=48 If you utilize a computerized placement program, do you use:
(Note: several schools indicated multiple program use)

20 (34%) JOBTRAK

4 (7%) The Computerized Job Placement System (designed by Jim Stubblefield/DVC)

14 (24%) Other mass-market job placement program (please note name and distributor) PROSEARCH

7 (12%) Not currently computerized but plan to do so, using: _____

9 (15%) Do not plan to computerize at this time.

5 (8%) Other programs: E.D.D., Brooks, News, 1st. Place

14. If you are computerized, or have tried any computerized placement programs, would you rate those programs in terms of cost, efficiency, staff time savings, etc..

SEE APPENDIX

THANK YOU FOR YOUR TIME AND CONSIDERATION.

A SELF-ADDRESSED, POSTAGE PAID RETURN ENVELOPE HAS BEEN INCLUDED FOR YOUR CONVENIENCE.

PLEASE INDICATE IF YOU WOULD LIKE TO RECEIVE A SYNOPSIS OF THE RESULTS OF THIS SURVEY, AND YOU WILL BE MAILED ONE ONCE THE RESULTS HAVE BEEN TABULATED.

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL:

LYN HOOD, COORDINATOR
CAREER PLANNING & PLACEMENT
CABRILLO COLLEGE **(408) 479-6540**

Survey Results Appendix

Question 3—Staffing Levels in Placement Offices

Staffing levels varied greatly from school to school with reported staffing levels varying from 1 to 10 staff working in the various placement offices.

Full-time Positions

Number of positions	1	2	3	4	5+
Number of schools	13	24	5	2	2

N=46

Part-time Positions

Number of positions	1	2	3	4	5+
Number of schools	11	11	5	8	9

N=44

Question 4—Documented Placements

Of the 55 schools responding to the documentation of student placements, 34 (62%) documented their placements in some fashion. Since not all of the reporting schools kept records of the type of placement made, only total numbers of placements made are reported here.

Number of placements made annually	0-49	50-99	100-199	200-499
Number of schools	1 (3%)	2 (6%)	3 (9%)	9 (26%)

Number of placements made annually	500-999	1000-1499	1500-1999	2000-2499	2500+
Number of schools	14 (41%)	2 (6%)	1 (3%)	1 (3%)	1 (3%)

N=34

Question 5—Average Salary at Time of Placement

Fewer schools documented salary level at time of placement. Twenty-five schools indicated an hourly salary rate and 27 schools stated that they did not keep these records.

Average hourly pay	$5.00-$5.49	$5.50-$5.99	$6.00-$6.49
Number of schools	10 (40%)	1 (4%)	3 (12%)

Average hourly pay	$6.50-$6.99	$7.00-$7.49	$7.50-$7.99
Number of schools	3 (12%)	6 (24%)	2 (8%)

N=25

Question 6—Hours of Operation

Hours of operation are indicated by school under School Summaries (see page 8). For comparative purposes the following information is provided:

Open **more** than 40 hours a week: 8 schools

Open **less** than 40 hours a week: 31 schools

Open **40** hours a week: 7 schools

Close Before 5 p.m.

Number of Nights	0	1	2	3	4	5
Number of schools	11 (22%)	6 (22%)	0 0%)	1 (2%)	8 (16%)	24 (48%)

N=50

Close after 5 p.m.

Number of Nights	1	2	3	4	5
Number of schools	4	2	1	5	0

N=12

Evening Hours

Open until	5:30-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00+
Number of schools	0	2	6	3	1

N=12

Hours of Operation, Continued

Open less than 5 days a week/more than 5 days a week

Five schools indicated that they were not open on Fridays for regular business when school was in session.

Three schools indicated they did offer services on weekends (one school specifying September through June only).

Question 9—Minimum Unit Requirement to use Service

Only 9 (18%) of 49 responding schools indicated that they required their students to show proof of enrollment in a minimum number of units to qualify to use the college placement service. This may in part be because a number of schools consider themselves to be a "job bank," or because they are open to the public as well as to students.

Minimum unit requirement	1 unit	3 units	6+ units
Number of schools	3 (33%)	2 (22%)	4 (44%)

N=9

Question 11—Limit of Referrals

The majority (65%) of the responding schools indicated that they did limit the number of referrals that were allowed on a daily basis.

Number of referrals	1	2	3	4	Limit imposed but not indicated
Number of schools	1 (2%)	16 (33%)	13 (27%)	1 (2%) 1	(2%)

N=32

Question 12—Policy of Restricting Referrals

Almost half (48%) of the responding schools indicated that they had some type of policy or restricting referrals or counseling students/employers upon receipt of a complaint. Most of those who responded indicated that they handled the complaint on a case-by-case basis, and did not have a written policy. Copies of the policies are attached under Policy Statements, page 23. (Note: only three schools enclosed written policies.)

Comments on Computerization

JobTrak has been very helpful and definitely saves staff time.

The D.V.C. program has become indispensable, relatively easy to customize and relatively inexpensive, even with customization. We would not consider any program which requires employers to pay a fee.

We do not have a large placement service at this time. JobTrak is good for us as it comes to us in a user ready format, at very little cost to us.

We receive a small check from JobTrak, but the real savings is from less staff time. I don't feel we have as good jobs as in the past, but we didn't have the staff for phone orders.

Our Pro-Search is excellent. We print out 350-400 jobs twice a week and could never do this manually. It is very neat, fast, and keeps our data correct. I don't know the effects of cost savings or time (lots).

At the time the Job Placement Service was computerized, using the DVC systems devised by a grant from the State in 1986, there were monies to staff the office. Also the Apple IIe computer was used with only a small memory capacity for our large operation. Therefore, the system proved ineffective for our operation. Since that time we now have an IBM PC with lots of memory; however, with our present budget constraints, we are unable to put our system back in operation.

We just got the system (Pro-Search)—too early to evaluate. I expect increased efficiency and staff time savings once we fully learn the system.

Pro-Search is excellent. We have a completely automated system. Students and all employers are in a computer data bank.

We combine JobTrak, who takes the j.o. from the employers, with Pro-Search. We are satisfied with both. JobTrak provides printed easy to read copies of j.o. that are then imputed into our Pro-Search. Pro-Search provides easy access to j.o. and the students info., as well as fast running reports.

JobTrak is very new to me, so I don't have enough information to base an opinion on at this time, but time saved on the phone is already a saving factor.

Pro-Search is a powerful tool in terms of conducting rapid searches, matching candidates to jobs and record keeping.

Newscorp is excellent—the computer is donated and sponsored by a local corp., and costs us nothing. It requires almost no time to use.

Much time is saved, some employers complain about JobTrak costs.

We are just installing Pro-Search. High amount of time and energy currently devoted.

Pro-Search—expensive but fast and very comprehensive. Will do more for student placement than DVC's system.

This program is fair (Brooks), we redesigned it to fit a two year college. It errors occasionally.

JobTrak very cost effective. Pro-Search in long-run cost effective.

I feel Pro-Search is fantastic, especially since JobTrak and Pro-Search can work together and down-load data directly into the computer. (As staff for data entry is a problem with any computer program.)

The computerized program (E.D.D.) is efficient and satisfactory.

...efficiency in getting information, but staff time savings? I am continually training new students to use the software (1st Place).

School Summaries

College:	**Allan Hancock College**
Contact:	Shirley A. Shirrells, Director
Phone:	(805) 922-6966 ext. 275
Office Hours:	M-Th 8:00-4:30 Fri 8:00-12:00
Documented Placements:	415
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	No plans to computerize

College:	**American River College**
Contact:	Joanne Dangerfield, Student Employment/Graduate Placement Coordinator
Phone:	(916) 484-8438
Office Hours:	M-F 8:30-4:30
Documented Placements:	Statistics not available
Minimum Enrollment Req.:	Yes 1 unit
Students Pre-Screened:	No
E.D.D. Affiliated:	No
Computerized:	JobTrak

College:	**Barstow College**
Contact:	Does not offer Job Placement Services

College:	**Butte Community College District**
Contact:	Ken Speed, Coordinator, Job Placement and Cooperative Education
Phone:	(916) 895-2334
Office Hours:	M-F 8:00-5:00
Documented Placements:	335 (known), 2055 extrapolated
Minimum Enrollment Req.:	No
Students Pre-Screened:	No
E.D.D. Affiliated:	No
Computerized:	The Computerized Job Placement System (DVC)

College:	**Cabrillo College**
Contact:	Lyn Hood, Coordinator, Career Planning and Job Placement
Phone:	(408) 479-6413
Office Hours:	M, T, F 8:00-5:00, W-Th 8:00-6:30, Fri 8:00-5:00
Documented Placements:	Total 1627; FT 109, PT 1518, Perm 768, Temp 859
Minimum Enrollment Req.:	Yes, 3 units
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	JobTrak, not total support—researching available options

College:	**Canada College**
Contact:	Does not offer Job Placement Services

College:	**Chabot College**
Contact:	Julie Thornton, Student Services Assistant
Phone:	(415) 786-6750
Office Hours:	M-F 8:30-4:00 M-Th 6:00-9:00 (8-4 Sat., Sept-June)
Documented Placements:	Do not keep placement statistics
Minimum Enrollment Req.:	No
Students Pre-Screened:	No
E.D.D. Affiliated:	No
Computerized:	National Employment Wire Service

College:	**Citrus College**
Contact:	Faye Foti, Placement Specialist
Phone:	(818) 914-8590
Office Hours:	M-Th 8:30-3:00, F 8:30-12:00
Documented Placements:	Total 557; FT 51, PT 506
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	Not currently, plan to use Pro-Search

College:	**Coastline Community College**
Contact:	Ronald Klein, Instructional Associate
Phone:	(714) 241-6225
Office Hours:	M-Th 10:00-7:00, F 8:00-5:00
Documented Placements:	No statistics available
Minimum Enrollment Req.:	No
Students Pre-Screened:	No
E.D.D. Affiliated:	No
Computerized:	JobTrak

College:	**College of Marin**
Contact:	Susan Bull, Job Placement Technician
Phone:	(415) 485-9424
Office Hours:	M-T 9:00-4:00, W 9:00-7:00, Th-F 9:00-4:00
Documented Placements:	Full Statistics not available
Minimum Enrollment Req.:	No
Students Pre-Screened:	No
E.D.D. Affiliated:	No
Computerized:	North Bay Systems, Pro-Search

College:	**College of the Canyons**
Contact:	Margaret Dieguez
Phone:	(805) 259-7800 ext. 286
Office Hours:	M-Th 8:00-4:30, F 8:00-4:00
Documented Placements:	Statistics not available
Minimum Enrollment Req.:	No
Students Pre-Screened:	No
E.D.D. Affiliated:	No
Computerized:	JobTrak, Pro-Search

College:	**College of the Desert**
Contact:	Jayne Cuarenta
Phone:	(619) 773-2520
Office Hours:	M-F 8:00-5:00
Documented Placements:	Statistics not available
Minimum Enrollment Req.:	No
Students Pre-Screened:	No
E.D.D. Affiliated:	No
Computerized:	JobTrak

College:	**College of the Redwoods**
Contact:	Carrie Jo Webber
Phone:	(707) 445-6769
Office Hours:	M-F 8:00-4:00
Documented Placements:	Total 375; FT 50, PT 300, Temp 25
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	Brooklyn College Career Services, PC Automated Employment Referral

College:	**Crafton Hills College**
Contact:	Mary Jo Billings, Career Guidance/Job Placement Specialist
Phone:	(714) 794-3285
Office Hours:	M-F 8:00-4:30
Documented Placements:	Total 320; FT 25, PT 135, Perm 130, Temp 30
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	Yes
Computerized:	Not currently, plan to use JobTrak

College:	**Cuyamaca College**
Contact:	Nancy Davis, Coordinator, Career and Placement
Phone:	(619) 670-1980 ext. 437
Office Hours:	M & F 8:00-5:00, T-Th 8:00-7:00
Documented Placements:	Total 85; FT 7, PT 78
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	Yes
Computerized:	Not currently, plan to use PC based

College:	**Cypress College**
Contact:	Beverly Johnson, Director of Financial Aid, Student Employment
Phone:	(714) 826-7311
Office Hours:	M-F 7:00-4:30
Documented Placements:	Total 305
Minimum Enrollment Req.:	Yes, 6 units
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	JobTrak, Pro-Search

College:	**De Anza College**
Contact:	Shirley Kawazoe, Coordinator Transfer, Career Planning and Placement Center
Phone:	(408) 864-8552
Office Hours:	M & Th 9:00-12:00, 1:00-8:00; T & W 9:00-12:00, 1:00-5:00; F 9:00-12:00, 1:00-4:30
Documented Placements:	Total 500; FT 150, PT 350
Minimum Enrollment Req.:	Yes, 3 units
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	Pro-Search

College:	**Diablo Valley College**
Contact:	Martha J. Schoonover, Employment Development Services Specialist
Phone:	(415) 685-1230 ext. 369
Office Hours:	M-F 8:00-4:00
Documented Placements:	Total 3,161; FT 258, PT 1,536, Temp 1,367
Minimum Enrollment Req.:	No
Students Pre-Screened:	No
E.D.D. Affiliated:	No
Computerized:	The Computerized Job Placement System (DVC)

College:	**East Los Angeles College**
Contact:	Maria Nevarez, Job Placement Officer
Phone:	(213) 265-8720, 265-8960
Office Hours:	M-Th 8:00-5:00, F 8:00-3:00
Documented Placements:	Total 473
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	Yes
Computerized:	JobTrak, Employment Development Department

College:	**Feather River College**
Contact:	Just started, no statistics available

College:	**Foothill College**
Contact:	Just started, no statistics available
Computerized:	JobTrak; NEWS

College:	**Fresno City College**
Contact:	Ruth Tarver, Coordinator, Job Placement Services
Phone:	(209) 442-8294
Office Hours:	M-F 9:00-4:00
Documented Placements:	Total 864
Minimum Enrollment Req.:	Yes, 12 units for on-campus jobs, no for off campus
Students Pre-Screened:	Yes
E.D.D. Affiliated:	Yes
Computerized:	Pro-Search

College:	**Fullerton College**
Contact:	Francisco Baron, Director, Job/Career Placement
Phone:	(714) 992-7261
Office Hours:	M-F 8:30-4:30
Documented Placements:	Total 800; FT 80, PT 729, Perm 720, Temp 80
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	Novell Software, Pro-Search

College:	**Glendale Community College**
Contact:	Mirta Lorenzo, Supervisor
Phone:	(818) 240-1000 ext. 332
Office Hours:	M, W, Th 9:00-3:00; T 9:00-8:00; F 9:00-12:00
Documented Placements:	Total 503
Minimum Enrollment Req.:	No
Students Pre-Screened:	No
E.D.D. Affiliated:	No
Computerized:	JobTrak, Pro-Search

College:	**Golden West College**
Contact:	Betty Desmond, Job Placement Specialist
Phone:	(714) 895-8711
Office Hours:	M-Th 9:30-11:30, 1:00-3:00; F (appointment only) 8:00-4:30
Documented Placements:	Total 641; FT 56, PT 585
Minimum Enrollment Req.:	Yes
Students Pre-Screened:	Yes
E.D.D. Affiliated:	Yes
Computerized:	Do not plan to computerize at this time

College:	**Grossmont College**
Contact:	Janice Johnson, Student Development Services Supervisor
Phone:	(619) 465-1700
Office Hours:	M-Th 9:00-7:00, F 9:00-3:00
Documented Placements:	Total 872
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	Yes
Computerized:	Pro-Search

College:	**Hartnell Community College**
	Job Bank, not a placement service
Contact:	Ruth McMullen, Director of Student Development Services
Phone:	(408) 755-6925
Office Hours:	M-F 9:00-4:00
Documented Placements:	No statistics available
Minimum Enrollment Req.:	No
Students Pre-Screened:	No
E.D.D. Affiliated:	No
Computerized:	Computerized Job Placement System (DVC)

College:	**Imperial Valley College**
Contact:	Does not offer Placement Services

College:	**Irvine Valley College**
Contact:	Laura U'ren, Career Placement Officer
Phone:	(714) 559-3268
Office Hours:	M-Th 9:00-3:00
Documented Placements:	Total 90
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	JobTrak

College:	**Kings River Community College**
Contact:	Ernie Sanchez, Job Developer
Phone:	(209) 638-3641 ext. 283
Office Hours:	M 8:00-4:00, T & Th 9:00-12:00, W 10:00-4:00, F 10:00-3:00
Documented Placements:	Total 256; FT 12, PT 244, Perm 12, Temp 244
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	Not currently, plan to use JobTrak

College:	**Lake Tahoe Community College**
	Placement Service just started
Contact:	Joanne Roberti, Placement Counselor
Phone:	(916) 541-1629
Office Hours:	Yet to be determined
Documented Placements:	No statistics available
Minimum Enrollment Req.:	Yes, 3 units (proposed)
Students Pre-Screened:	Yes (proposed)
E.D.D. Affiliated:	No
Computerized:	Do not to plan to computerize at this time

College:	**Laney College**
Contact:	Craig Peebles, Director
Phone:	(415) 464-3124
Office Hours:	M-Th 9:00-4:00
Documented Placements:	Total 225
Minimum Enrollment Req.:	Yes, 1 unit
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	JobTrak, Pro-Search, NEWS

College:	**Las Positas College**
	Job listings, no placements
Contact:	Andi Schreibman, Student Services Assistant
Phone:	(415) 373-5816
Office Hours:	M-F 8:00-9:00
Documented Placements:	No statistics available
Minimum Enrollment Req.:	No
Students Pre-Screened:	No
E.D.D. Affiliated:	No
Computerized:	National Employment Wire Service (NEWS)

College:	**Lassen Community College**
Contact:	K.C. Mesloh, Administrative Assistant II, Job Placement
Phone:	(916) 257-6181 ext. 215
Office Hours:	M-F 8:00-4:30
Documented Placements:	Total 20; FT 2, PT 8, Temp 10
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	Not indicated

College:	**Los Angeles City College**
Contact:	Does not offer Job Placement Services

College:	**Los Angeles Mission College**
Contact:	Phil Lozano
Phone:	(818) 365-8271 ext. 219
Office Hours:	M-F 8:30-7:00
Documented Placements:	Statistics not available
Minimum Enrollment Req.:	No
Students Pre-Screened:	No
E.D.D. Affiliated:	No
Computerized:	JobTrak

College:	**Los Angeles Southwest College**
Contact:	Does not offer Job Placement Services

College:	**Los Angeles Trade Technical College**
Contact:	Helen Beaird, Student Employment Specialist
Phone:	(213) 744-9066
Office Hours:	M-F 9:00-4:00, Weekends 9:00-4:00
Documented Placements:	Statistics not available
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	Do not plan to computerize at this time.

College:	**Los Angeles Valley College**
Contact:	Hanna Pettersson, Director, Cooperative Education and Placement
Phone:	(818) 781-1200 ext. 272
Office Hours:	M-Th 9:00-12:00, 1:30-4:00; F 9:00-12:30 Summer Hours 7:45-1:00
Documented Placements:	Statistics not available
Minimum Enrollment Req.:	No
Students Pre-Screened:	Do not make referrals
E.D.D. Affiliated:	No
Computerized:	JobTrak

College:	**Mendocino College**
Contact:	Marie Myers, Student Services Specialist
Phone:	(707) 468-3045
Office Hours:	M-F 8:00-5:00
Documented Placements:	Total 700; FT 200, PT 500
Minimum Enrollment Req.:	Yes, 1-7 units
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	Not currently, plan to use DVC program

College:	**Mesa College—San Diego**
Contact:	Isreal T. Cosio, Placement Officer
Phone:	(619) 560-2777
Office Hours:	M-F 8:00-4:30
Documented Placements:	Statistics not available
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes, those signed up for placement assistance
E.D.D. Affiliated:	No
Computerized:	JobTrak (not total support)

College:	**Mission College**
Contact:	Susan Monahon, Director
Phone:	(408) 988-2200
Office Hours:	M-Th 11:00-7:00, F 9:00-3:00
Documented Placements:	No statistics available
Minimum Enrollment Req.:	No
Students Pre-Screened:	No
E.D.D. Affiliated:	No
Computerized:	Not currently, plan to use JobTrak

College:	**Modesto Junior College**
Contact:	Sally A. Shepherd, Job Developer/Placement Specialist
Phone:	(209) 575-6242
Office Hours:	M-F 8:30-11:30, 1:00-4:00
Documented Placements:	Total 595; FT 140, PT 455, Perm 458, Temp 137
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	Pro-Search, North Bay Systems

College:	**Monterey Peninsula College**
Contact:	Terry Advincula, Job Placement Assistant
Phone:	(408) 646-4195, 646-4196
Office Hours:	M-F 8:00-5:00
Documented Placements:	Total 800; FT 200, PT 600
Minimum Enrollment Req.:	No
Students Pre-Screened:	No
E.D.D. Affiliated:	No
Computerized:	1st Place

College:	**Moorpark College**
Contact:	Does not offer Job Placement Services
Computerized:	JobTrak

College:	**Napa Valley Community College**
Contact:	Deborah A. Finley, Job Placement Specialist
Phone:	(707) 253-3055
Office Hours:	M-F 9:00-3:00
Documented Placements:	Total 116, FT 12, PT 104
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	JobTrak, Computerized Job Placement System (DVC)

College:	**Ohlone College**
Contact:	Gail Marx, Career Planning and Placement Center, Coordinator
Phone:	(415) 659-6128
Office Hours:	M-Th 9:00-11:00, 1:00-3:00
Documented Placements:	Total 1,073; FT 72, PT 1,001, Perm 674, Temp 399
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	Yes
Computerized:	Do not plan to computerize at this time, maybe later

College:	**Orange Coast College**
Contact:	Steve Woodyard, Placement Director
Phone:	(714) 432-5576
Office Hours:	M, W, Th 9:00-3:00, T 9:00-7:00, F 9:00-1:00
Documented Placements:	Total 951, FT 152, PT 799
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	Pro-Search, North Bay Systems

College:	**Oxnard College**
Contact:	Mariel L. Miller, Career Resources Specialist
Phone:	(805) 986-5838
Office Hours:	M-F 8:00-1:00, 2:00-5:00
Documented Placements:	Total 585
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	Do not plan to computerize at this time

College:	**Rancho Santiago College**
Contact:	Joe Dias, Career Placement Officer
Phone:	(714) 667-3054
Office Hours:	M-Th 8:00-8:00, F 8:00-4:00
Documented Placements:	Statistics not available
Minimum Enrollment Req.:	Yes, 1 unit
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	JobTrak, Pro-Search

College:	**Sacramento City College**
Contact:	William Smith
Phone:	(916) 449-7180
Office Hours:	M-F 8:00-4:30, Weekends 8:00-4:30
Documented Placements:	No statistics available
Minimum Enrollment Req.:	No
Students Pre-Screened:	No
E.D.D. Affiliated:	No
Computerized:	JobTrak

College:	**Saddleback College**
Contact:	Jan Ward, Career Placement Officer
Phone:	(714) 582-4569
Office Hours:	M-Th 10:00-3:00
Documented Placements:	No statistics available
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes, Vocational Ed Program only
E.D.D. Affiliated:	No
Computerized:	JobTrak, Pro-Search

College:	**San Diego City College**
Contact:	Gloria Webb, Placement Officer
Phone:	(619) 230-2494
Office Hours:	M-Th 8:00-6:15, F 8:00-4:00
Documented Placements:	Total 441
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	Not indicated
Computerized:	Not indicated

College:	**San Diego Miramar College**
Contact:	Mary Ann Klancer, Placement Officer
Phone:	(619) 693-6863
Office Hours:	M-F 8:00-4:30
Documented Placements:	No statistics available
Minimum Enrollment Req.:	No
Students Pre-Screened:	No
E.D.D. Affiliated:	No
Computerized:	Do not plan to computerize at this time

College:	**San Joaquin Delta College**
Contact:	Elaine Teller, Job Services Representative (EDD)
Phone:	(209) 474-5097
Office Hours:	M-F 8:00-5:00
Documented Placements:	Total 506; FT 40, PT 466, Perm 506
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	Yes
Computerized:	Employment Development Department (State of California EDD)

College:	**Santa Barbara Community College**
Contact:	Margo Handelsman
Phone:	(805) 965-0581
Office Hours:	M-F 8:00-4:30, Weekends 8:00-4:30
Documented Placements:	Total 323
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	Yes
Computerized:	Do not plan to computerize at this time

College:	**Santa Monica College**
Contact:	Morgan Lynn, Director
Phone:	(213) 452-9337
Office Hours:	M-F 8:30-4:30
Documented Placements:	Total 137
Minimum Enrollment Req.:	No
Students Pre-Screened:	Vocational Majors
E.D.D. Affiliated:	No
Computerized:	Do not plan to computerize at this time

College:	**Santa Rosa Junior College**
Contact:	Rick Ilvato
Phone:	(707) 527-4478
Office Hours:	M-F 8:00-5:00
Documented Placements:	Total 2,256; FT 141, PT 2,115
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	Pro-Search

College:	**Sierra College**
Contact:	Dr. Jim Hirschinger, Dean of Student Services
Phone:	(916) 624-3333
Office Hours:	M-F 8:30-3:00
Documented Placements:	Total 1,154; FT 298, PT 656, Perm 785, Temp 369
Minimum Enrollment Req.:	No
Students Pre-Screened:	Not indicated
E.D.D. Affiliated:	Yes
Computerized:	JobTrak, Do not plan to computerize further at this time

College:	**Taft College**
Contact:	Juanita Perry, Financial Aid Officer
Phone:	(805) 763-4282
Office Hours:	M-F 11:00-1:00
Documented Placements:	No statistics available
Minimum Enrollment Req.:	Yes, 6 units
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	Not indicated

College:	**Victor Valley Community College**
Contact:	Danielle Graham, Student Employment Technician
Phone:	(619) 245-4271 ext. 265
Office Hours:	M & T 8:30-5:00, W 8:30-5:30, Th & F 8:30-5:00
Documented Placements:	No statistics available
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	No
Computerized:	Do not plan to computerize at this time

College:	**Vista Community College**
Contact:	Does not offer Job Placement Services

College:	**West LA College**
Contact:	Charles Brown, Dean, Student and College Relations
Phone:	(213) 836-7110
Office Hours:	M & T 8:00-4:30, W & Th 8:00-7:00, F 8:00-3:00
Documented Placements:	Total 800; FT 300, PT 500
Minimum Enrollment Req.:	No
Students Pre-Screened:	Yes
E.D.D. Affiliated:	Yes
Computerized:	JobTrak

College:	**West Hills College**
Contact:	Does not offer Job Placement Services

College:	**Yuba Community College**
Contact:	Sue Mannshardt, Job Placement Specialist
Phone:	(916) 741-6790
Office Hours:	M-F 8:00-5:00
Documented Placements:	No statistics available
Minimum Enrollment Req.:	No
Students Pre-Screened:	No
E.D.D. Affiliated:	No
Computerized:	Pro-Search, North Bay Systems

Policy Statements

Qualifications to Use the Job Board

You must meet one of the following requirements:

- Current enrollment in a minimum of three (3) units
- Completion of twelve (12) units within the past three years if you are not currently enrolled (passing grades required) and plan to re-enroll next semester.
- Graduation from Cabrillo with an A.S., A.A., or Certificate of Proficiency
- Your placement card must be updated each semester.

Suggestions on Use of the Job Board

Pre-screen yourself to be sure that you meet the requirements listed on the job card. Also be sure that you are willing to travel to the city where the job is located, and that you can work the hours and days listed. If there is flexibility in the hours, that will be noted on the card.

Do not remove the card from the board. If you know that a job has been filled, please notify the job placement staff.

You are limited to three referrals a day from the job board. Choose the jobs you wish to check on carefully. If available, you may use the phone in our interview office to contact employers listed with our service.

The wage noted on the card is not negotiable by the student unless it is so noted on the card. The staff works hard to obtain the best wages we can for our students. If, on contacting the employer, the duties of the job are substantially different than the student has been led to believe, please notify staff. (Also notify staff if there are other substantial differences than what is posted, or if the employer does not pay the wage listed on the job card.)

Disqualification from Board Use

You may be disqualified from using the job board if:

- You repeatedly fail to attend scheduled interviews or not show up for work.
- You give job board information to others without the explicit permission of the placement staff.
- The staff receives complaints from employers concerning your work performance attitude, etc. (We will always listen to your side of the story, too.)

Please notify staff if you have been hired or find out that a position is filled.

Thank you

Cabrillo College

"No Show Policy"

Objective: The "No Show Policy" is a tool to assist our client's in developing a sense of responsibility for completing the referral process.

Procedure: Receipt of a "No Show" will result in the following:

1. First - A warning is placed in the client's record.
2. Second - Client is placed on probation with no referrals for two weeks.
3. Third - Client is suspended from any referrals for 30 working days.
4. Fourth - No referrals for three months or for the remainder of the academic semester, whichever is longer.

Laney College

Disqualification Policy

You will be disqualified from using the Placement Office if:

- You repeatedly fail to report back the results of each job referral.
- You fail to attend a scheduled job interview without calling the employer to cancel.
- You accept a job, then fail to report to work without notifying the employer.
- You falsify the information given to the Placement Office.
- You present a poor attitude or appearance to an employer.

Santa Barbara City College

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